



FORUM FOR AFRICAN WOMEN EDUCATIONALISTS (FAWE) UGANDA CHAPTER

INVITATION TO BID FOR EXTERNAL AUDIT SERVICES FOR THE PERIOD 2026–2029

Date: 10 March 2026

1. INTRODUCTION

Forum for African Women Educationalists (FAWE) Uganda Chapter invites bids from qualified and reputable audit firms to provide External Audit Services for the financial years 2026, 2027, 2028 and 2029.

FAWE Uganda is a non-governmental organization committed to promoting girls' and women's education in Uganda through advocacy, scholarships, mentorship, research and community engagement. The organization is funded by development partners, membership contributions and other grants.

2. OBJECTIVE OF THE AUDIT

- Express an independent opinion on FAWE Uganda's annual financial statements.
- Assess compliance with International Financial Reporting Standards (IFRS), Generally Accepted Accounting Principles (GAAP).
- Assess compliance with donor funding agreements and grant conditions.
- Evaluate the adequacy and effectiveness of internal controls and risk management systems.
- Provide a Management Letter outlining audit findings and recommendations.

3. SCOPE OF WORK

- Audit annual financial statements for the years ending 31 December.
- Review donor-funded project expenditures and grant compliance.
- Assess statutory compliance including tax obligations and regulatory filings.
- Review organization's internal control systems.
- Issue an Independent Auditor's Report and Management Letter.
- Provide donor-specific audit certifications where required.

4. ELIGIBILITY CRITERIA

- Must be legally registered in Uganda.
- Must be licensed and in good standing with the Institute of Certified Public Accountants of Uganda (ICPAU).
- Have qualified audit staff (CPA/ACCA certified professionals).

5. BID SUBMISSION REQUIREMENTS

A. Technical Proposal

- Company profile and certificate of incorporation.
- Tax Identification Number Certificate
- Understanding of the assignment and audit approach.
- Detailed audit methodology and work plan.
- Team composition and CVs of key personnel.
- List of similar assignments and references.

B. Financial Proposal

- Detailed audit fees for each financial year (2026–2029).
- Clear breakdown of professional fees and applicable taxes.

6. SUBMISSION DEADLINE

Technical and Financial Proposals must be submitted electronically via email to **procurement@faweuganda.org** no later than **25th March 2026**.

The subject line of the email must clearly state: “Bid for External Audit Services (2026–2029)”

Late submissions shall not be accepted and will not be considered.

7. TERMS AND CONDITIONS

- Fawe Uganda reserves the right to accept or reject any bid without assigning reasons.
- The successful bidder shall sign a contract detailing agreed terms and deliverables.
- The appointment of the successful bidder will be made at the Fawe Uganda Annual General Meeting to be held on a later date in 2026 and maybe renewed annually for three years.

9.0 FORMAT FOR SUBMISSION OF BIDS FOR THE PROVISION OF EXTERNAL AUDIT SERVICES

	CHAPTER 1
	Introduction
1	Firm’s profile (Not more than one A4 page).

	CHAPTER 2
2	Demonstration of an understanding of NGOs
3	Resource, methodology and mechanism of conducting the audit
	CHAPTER 3
4	Team composition.
5	Experience of Key Personnel (Team leader and at least 2 others).
6	Firm Experience.
	CHAPTER 4
7	Financial proposal.
	APPENDICES (Attach copies of)
8	Practicing certificate/s.
9	2025 Firm License.
10	Professional Indemnity cover.